

# THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT REGIONAL CENTER FOR SOUTHERN AFRICA (RCSA)



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## Amendment 2

December 3, 2002

To: **All** applicants for Request for Applications  
(RFA) NO 690-03-001

Subject: AMENDMENT NUMBER TWO (2) - RFA NUMBER 690-03-001  
REDUCING HIGH-RISK BEHAVIOURS AMONG MALAWIANS

This letter constitutes amendment two (2) to subject RFA for the purpose of the following:

1. Extend the closing date for the RFA from December 20, 2002 to January 3, 2003;
2. Change the recipient of technical applications;
3. Delete "bonus points" for cost sharing; and
4. Provide answers to questions submitted by applicants.

All other terms and conditions of the subject RFA remain unchanged.

Sincerely,

Karin Kolstrom  
Agreement Officer  
RCSA/USAID/Gaborone

Encl. Attachment 1

**REQUEST FOR APPLICATION (RFA) NUMBER 690-03-001: REDUCING HIGH  
RISK BEHAVIOR AMONG MALAWIANS - AMENDMENT NUMBER TWO (2)**

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- I. Please note, technical applications should be submitted to the following individual (by hand delivery or courier mail)

Mr. Cecil McFarland  
Executive Officer  
USAID/Malawi  
P.O. Box 30455  
Lilongwe 3, Malawi  
Telephone: Local - 01 772-455  
International - (265) 1 772 455  
(Courier: 1<sup>st</sup> Floor, Nico House, Lilongwe, Malawi)

- II. The date for receipt of application is revised from December 20, 2002 to January 3, 2003. The closing times and submission locations remain unchanged.

- III. Section B, Subsection II, Paragraph B. Matching Contributions:, Delete the following in its entirety:

"Applicants can receive up to five "bonus" points for including matching funds in their application. These points will be added to an applicant's technical score to determine the applicant's final technical score."

- IV. Responses to questions from Request For Applications

Q1. The RFA states that "award will be for two years, with two one-year optional renewal periods...The renewal ...will be based on the outcomes of external mid-term and final evaluations of the initial period, and those of the subsequent renewal period". When will these two events be planned during the first 24 months?

*A1. The renewal of the cooperative agreement will be dependent on the successful completion of agreed upon targets and outcomes for the first 2 years of the activity, as determined by the findings of an external evaluation conducted towards the end of the 2 year period.*

Q2. What will the evaluations focus on?

*A2. USAID will evaluate performance against the indicators established at the time the performance based cooperative agreements are signed. These awards will be performance*

*based, hence the need to take stock of status of implementation of the first two-year workplan.*

Q3. As "external evaluations", what are the implications for the team that is operating the program vis-a-vis providing time and material resources to support these two evaluations?

*A3. The evaluations will be undertaken under the direction and funding of USAID/Malawi.*

Q4. Please clarify: when the RFA asks for plans for external midterm and final evaluations, does the "final" refer to the end of the first two years? How does this relate to the quarterly milestone plan for the first 18 months that is required? Are we correct in assuming that since this is an "external" evaluation, it therefore does not need to be included in our budget? The renewal of the cooperative agreement depends on the successful completion of project targets; do these targets include "outcomes", that is, would the final evaluation need to include a population-based survey?

*A4. The evaluation that USAID/Malawi will fund and facilitate at the end of the first 2 years would be considered a mid-term evaluation if the implementing partner is funded for the remaining 2 years at which point, a final evaluation would be conducted by USAID/Malawi. The quarterly milestone plan will be used to determine progress against the workplan. USAID/Malawi will determine, in consultation with the implementing partner, the content and methods used in both mid-term and final evaluations. These evaluations will include an assessment of "measures of performance" as articulated in Section V of the RFP.*

Q5. The RFA states on page 14 that a revised performance-monitoring plan, which corresponds to the new results framework, is under development. For purposes of this proposal, which performance monitoring plan should we use as a basis for our monitoring and evaluation plan and results, and where can we get a copy?

*A5. Applicants should base their M&E plans on guidance provided in the RFA. Any modifications required to adhere to Mission's new PMP will be negotiated with the implementing partner at the time of the PMP's finalization.*

Q6. Is the project expected to support NAC's printing budget and if so, what is a reasonable budget?

**A6. There are no pre-determined strategies for providing support to NAC other than proposed support to NAC should justifiably lead to achievements of the RFA's objectives.**

Q7. Could you please clarify if the strategies listed under the description of S06, S07 and S09 are what you are calling "core implementation principles", eg. "Education: 1. Graduation of more girls from primary school"? If yes, please clarify how our activities are expected to address these "core principles".

**A7. Yes. Applicants should demonstrate how their strategies support these core principles. If strategies do not directly support these core principles, applicants should explain how they propose to link with USAID funded activities that support these principles.**

Q8. Are the table of contents and abstract included in the page limit?

**A8. Yes**

Q9. The RFA lists 18 districts. Are we required to work in all 18 districts? Are we required to work in all 18 districts during the first two years?

**A9. No. The 18 districts are the total number of districts that applicants could possibly work in keeping in mind that one of USAID/Malawi's intermediate results is to increase availability of services. Applicants are not required to work in all 18 districts during the first two years.**

Q10. We would appreciate further clarification on what is meant by "exploring potential dissemination and skills-building strategies, such as intern and extern ships", particularly what is meant by the word "externships" and how these would be connected to "dissemination activities."

**A10. The strategies presented in this section are illustrative. Applicants are expected to bring their experience in this area to the design of a dissemination and skills-building strategy that could include but are not limited to these illustrative activities.**

Q11. What period should the technical proposal cover: - just the 2-year base period? - a detailed plan for the base period with only a suggested approach for the 2 option years since they are not guaranteed? - a detailed plan for all 4 years?

***A11. Applicants are required to provide a 4 year application that will be subject to an extensive performance review at the end of the first two years.***

Q12. Is the \$100,000 ceiling on the grants for one year, two years, or four years? In addition, are there any restrictions on giving grants to international PVOs with operations in the country? Is it preferred that we don't give grants to such groups?

***A12. The \$100,000 ceiling for grants is for a period of one year. The stated goal of the RFA is to strengthen the non-governmental sectors in Malawi. Any proposed strategy would be expected to target this goal.***

Q13. The proposal asks for "A quarterly milestone plan covering the first eighteen months of the program, including benchmarks linked to planned results." As people use these terms in different ways, would you please clarify the distinction between "milestones" and "benchmarks", as you see it?

***A13. Milestones will be considered "end points" in a process with benchmarks as indicators of progress towards those end points.***

Q14. The RFA states on p.23, "Applicant can receive up to five 'bonus' points for including matching funds in their application. These points will be added to an applicant's technical score to determine the applicant's final technical score." Can you clarify how this can be done in light of the recent guidance? Also please clarify how the bonus points for matching funds will be assigned.

***A14. Cost sharing as a separate evaluation criteria has been deleted from the RFA. No cost sharing is required.***

Q15. Please confirm that the input reflected in the GANTT chart should enclose the major line items of the budget.

***A15. The GANTT chart should display an activity-based budget incorporating expected costs for the activities that the applicant anticipates to accomplish during the period of the cooperative agreement.***

Q16. Please confirm that GANTT chart is only for the 2 year budget.

***A16. The GANTT chart shall be for the 4 year budget delineated by annual budgets. The chart should display an activity-based budget incorporating the expected costs.***

Q17. Will each partner in a consortium have to complete their own automated Gantt chart and GANTT resource allocation chart based on their budget or will the Prime be responsible for these charts based on the total budget?

***A17. The recipient is required to submit the GANTT chart which incorporates the subrecipient budgets.***

Q18. Please clarify if Past Performance should be submitted?

***A18. Applicants are required to submit past performance references.***

Q19. Please confirm that an applicant may propose a parastatal organization as a subrecipient under the RFA:

***A19. An applicant may not propose a parastatal organization as a subrecipient under the cooperative agreement.***